

# NEW ZEALAND FIREFIGHTERS



## WELFARE SOCIETY RULE BOOK 2014

## Rules of the Society

1. The name of the Society shall be  
**“NEW ZEALAND FIREFIGHTERS’ WELFARE SOCIETY”**
2. DEFINITIONS

In these Rules, unless the context otherwise requires:

“Act” means the Friendly Societies and Credit Unions Act 1982.

“Actuary” means the Actuary referred to in Rule 24(b) of these rules.

“Office Holders” means any person that holds a position in the Society as per Board Policy.

“Board” means the Welfare Board of the Society established in Rule 17 of these rules.

“Child” in relation to any member of the Society means any person who is under the age of 19 years and who is considered by the Board to be dependent upon that member, and includes any adopted child or step-child or any other child who is accepted by the member as a member of the members family or for whom the member is liable in law as a parent.

“Dependant” in relation to a member includes the member’s spouse or partner, any Child of the member, or any other persons whom the Board considers is dependent on that member.

“Member” means a person admitted to membership of the Society pursuant to Rule 5 of these rules.

“Ordinary Member” means a person admitted to membership of the Society pursuant to Rule 5(d)

“Active Member” means any person referred to in Rule 5(a) of these rules.

“Financial members” means any member who is not in default under clause 10(b)

“Junior Member” means any person referred to in Rule 5(e) of these rules

“Senior Member” means any person referred to in rule 5(b) of these rules.

“Life Member” means any person referred to in Rule 5(c) of these rules

“NZFS” means New Zealand Fire Service

“Region” means a region as defined by the Welfare Board from time to time.

“Registrar” means the Registrar of Friendly Societies and Credit Unions.

“Trustee” means any person appointed as Trustee pursuant to Rule 16 of these rules.

Amended 22 September 2014

### 3. REGISTERED OFFICE

- (a) The registered office of the Society shall be situated at 45 Percy Cameron Street, 1<sup>st</sup> Floor Avalon Business Centre, Lower Hutt or such other place as the Board may from time to time determine.
- (b) Notice of any change in the registered office shall be sent to the Registrar within 14 days after the date the registered office has changed.

Amended 22 September 2009

### 4. OBJECTS OF THE SOCIETY

- (a) It shall be the object of the Society to provide assistance and afford relief, financial or otherwise to its Members and their Dependants:
- (b) Without limiting the generality of sub-clause (a) of this Rule, the Society from time to time may:
  - (i) Assist any Member in financial difficulties which the Board considers have been brought about by misfortune; or
  - (ii) Assist any Member in the event of the death of a Dependant; or
  - (iii) Assist any Dependant in the event of the death of a Member; or
  - (iv) Assist any Member or Dependant during any sickness suffered; or
  - (v) Assist any Life, Senior, or Ordinary Member or Dependant with holiday or convalescent accommodation.

Amended 24 September 2008

## 5. MEMBERSHIP

There shall be four classes of membership of the Society being ordinary membership, senior membership, junior membership and life membership, the eligibility for such membership being as follows:

- (a) A person may be admitted to active membership of the Society if that person is over the age of 16, has a close association with the NZFS and by reason of such association is approved to be admitted as a member by the Board;
- (b) Any member of the Society who attains or had attained the age of 65 years shall be deemed to be a Senior Member.
- (c) Any person is eligible to be admitted as a Life Member of the Society at the discretion of the Board.
- (d) Any person who fits within the definition of paragraph (a) of this rule and who is over the age of 18 years and under the age of 65 shall be deemed an Ordinary Member.
- (e) Any person who fits within the definition of paragraph (a) of this rule and who is aged 18 years or under shall be deemed to be a Junior Member.

## 6. APPLICATION FOR MEMBERSHIP

- (a) Any person wishing to become a member of the Society shall:
  - (i) Make application in writing on such form as the Board from time to time may prescribe;
  - (ii) In the case of an employee of the NZFS deliver to the Society an authority addressed to NZFS to enable the deduction of contributions which may be payable from time to time to the Society;
  - (iii) In the case of a non-employee of NZFS advise the Society of the method of payment elected and in the case of fortnightly or monthly payments deliver a Direct Debit Authority addressed to the applicants banker.
- (b) The Secretary should as soon as possible table all applications received at the next Board meeting for consideration by the Board.
- (c) If the Board should approve the admission of the applicant for membership then such person shall:
  - (i) forthwith be appointed as an active member of the Society pursuant to these rules and any amendment thereof which shall bind the new member
  - (ii) shall be notified in writing;
  - (iii) be supplied with a copy of the Rules of the Society. Additional copies of the Rules shall be made available to any member upon payment of the prescribed fee;
- (d) If the Board shall decide not to admit any applicant to membership then such applicant shall be notified to that effect but the Board shall not be required to disclose to any person the reason for its decision.

## 7. REGISTER OF MEMBERS

- (a) A register of members shall be kept by the Secretary at the registered office of the Society in which will be entered the following particulars:
  - (i) The name, address and occupation of each member;
  - (ii) The date on which each member was admitted to membership;
  - (iii) The type of membership the member holds;
  - (iv) The date on which each member ceased to be a member;
  - (v) Such other particulars as may from time to time be prescribed by the Registrar.
- (b) The register shall be available for inspection by any Member during ordinary office hours.

## 8. RETIREMENT FROM MEMBERSHIP

A person ceases to be a Member of the Society if;

- (a) that person resigns from the Society upon 14 days written notice to the Secretary; or
- (b) that person fails to pay contributions and levies due to the Society within 14 days of demand being made in writing by the Secretary for arrears of contributions and levies to the Member's last notified address.

## 9. TERMINATION OF MEMBERSHIP

- (a) The Board may terminate the membership of any member if that member:
  - (i) has committed a breach of these Rules; or
  - (ii) has defrauded or attempted to defraud the Society; or
  - (iii) has done anything directly or indirectly tending to bring the Society into disrepute; or
  - (iv) has misconducted themselves in relation to the affairs of the Society; or
  - (v) has acted detrimentally toward the Society.
- (b) In the event that termination of the membership of any person is to be considered by the Board, the Secretary shall notify that person in writing no less than 21 days prior to the meeting of the Board at which termination will be considered. The notice shall:
  - (i) specify the matters to be considered by the Board; and
  - (ii) advise the Member that the Member may attend and address the meeting and may bring a support person if the Member wishes to; and
  - (iii) advise the Member that the Member may make written submissions for consideration by the Board.
- (c) The Board shall at the meeting referred to in the Secretary's notice to the Member consider all information presented to the Board and shall then vote on whether the Member's membership is to be terminated.
- (d) In the event that the Board votes in favour of terminating a person's membership by a minimum of a 2/3 majority that person's membership shall be terminated forthwith.

## 10. CONTRIBUTIONS AND LEVIES

- (a) Each active member shall pay to the Society an annual contribution set forth in the First Schedule hereto. Such contributions shall be payable in such periodic instalments as the Board from time to time may determine.
- (b) If any Member defaults on payment of contributions or levies to the Society for a period of fourteen (14) days after such contributions or levies shall have become due, that Member and any Dependant shall not receive any benefits from the Society until such time as the default has been remedied and no further default shall have occurred for a period of 12 weeks thereafter provided that the Board in its absolute discretion may waive compliance or modify the provisions of this Rule in whole or in part.
- (c) If in the opinion of the Board or the Actuary the funds held by the Society are at any time insufficient to meet payments (whether for benefits or otherwise) which the Board may reasonably anticipate the Society is obliged to make, the Board may, if it thinks fit, and shall if advised by the Actuary, impose a general levy not exceeding an amount of one year's contribution to the Society to be payable by all members at such time and in such manner (whether by instalments or otherwise) as the Board may determine. Such power shall only be exercised once during any financial year of the Society.
- (d) New members shall pay such joining fee as the Board may determine not exceeding the maximum joining fee as may from time to time be fixed by members of the Society at a General Meeting of the Society.

## 11. BENEFITS

- (a) No benefit shall be payable except to Members or Dependants.
- (b) The benefits payable from time to time by the Society and the rates of such benefits shall be those specified in the Board Policy.
- (c) No benefit shall be payable to any Member or any Dependant unless such Member shall have been a Member for a period of 12 weeks immediately prior to the date upon which such Member or Dependant became entitled to eligibility for such benefit. Notwithstanding the provisions of this Rule, the Board may authorise the payment of a benefit whether in whole or in part if in the opinion of the Board exceptional circumstances exist.
- (d) It shall be a condition of the payment of any benefit by the Society that the Member or Dependant shall exhaust all claims for reimbursement or other entitlement for which such person may be eligible from any other source. The Society shall be entitled to deduct from any benefit payable to a Member or Dependant such amount as shall not exceed the amount of the claim which such Member or Dependant could make from any other source. The Society may require from any person claiming a benefit a certificate or such other evidence as to any other claim as a condition of payment of a benefit.

## 12. NOMINATION OF BENEFITS

- (a) A Member (“nominator”) may nominate a person or persons (“nominee”) to whom any sum of money payable by the Society on the death of the nominator.
- (b) Any nomination must be in writing, signed by the nominator, and either hand delivered to or sent to the Registered Office of the Society.
- (c) If the nomination is in favour of two or more persons, the sum payable shall be paid in the shares specified in the nomination and if no shares are specified then in equal shares.
- (d) The amount of any benefit payable by the Society is subject in all other respects to the provisions of Sections 43 – 45 of the Act.
- (e) Subject to receipt of satisfactory proof of the death of a nominator (which shall either be the production of a certificate of the entry of death of the nominator in the Register of Deaths or the grant or probate of the will of the nominator or letters of administration with respect to the nominators estate) the Society shall pay to the nominee the amount specified in the nomination.

## 13. MEETINGS

### 13.1 Annual General Meeting

- (a) The Society shall in each year, in addition to any other meetings in that year, hold an Annual General Meeting. The Annual General Meeting shall be held no later than the 30th day of September in each year. The date and place of such Annual General Meeting shall be determined by the board.
- (b) All other General Meetings of the Society shall be called Special General Meetings.
- (c) The business of the Annual General Meeting shall be to:
  - (i) receive and consider the statement of income and expenditure, balance sheet, the reports of the Society, the Trustees and of the Auditor and any reports incidental thereto;
  - (ii) To elect such officers of the Society as may be necessary;
  - (iii) To fix the remuneration of the Auditor and of any other persons entitled to payment for services under these Rules;
  - (iv) to decide upon the recommendations of the Board as regard to benefits, and levies; and
  - (v) to transact all other business which by statute or otherwise ought to be transacted at an Annual General Meeting.

### 13.2 Notice of Meetings

- (a) At least 14 days notice specifying the place, the day and the hour of the meeting and the general nature of the business shall be given.
- (b) The manner of the notice shall be given as specified herein or in such other manner, if any, as may be prescribed by the Society Meeting.
- (c) Notice shall be given to such persons, as are under the Rules of the Society, entitled to receive such notices from the Society.
- (d) With the consent of all members entitled to receive notices of some particular meeting a meeting may be convened by such shorter notice and in such manner as those members may think fit;
- (e) The accidental omission to give any such notice to any member or non-receipt of any such notice by any member shall not invalidate the proceedings at any General Meeting.

### 13.3 Quorum

- (a) No business shall be transacted at any General Meeting unless a quorum of members is present at a time when the meeting proceeds to business.
- (b) A quorum shall comprise not less than 15 members of the Society entitled to vote thereat.
- (c) If within half an hour from the time appointed for a meeting a quorum is not present the meeting as convened upon the requisition of members as aforesaid shall be dissolved; but in any other matter shall stand adjourned for the same place at such day in the week and time as may be nominated by the Secretary of the Society not being more than 21 days from the date on which the meeting is adjourned and if at the adjourned meeting a quorum be not present those members who are present shall be a quorum and may transact the business for which the meeting was called.

### 13.4 Chairman

- (a) The Chairman of the Board shall be entitled to take the chair at every General Meeting or if there be no such Chairman or if at any meeting he or she shall not be present within 15 minutes after the time appointed for the holding of the meeting the members present shall choose another Board member as Chairman of the meeting; and if no Board member be present or if all Board members present decline to take the chair, then the members present shall choose one of their number to be Chairman of that meeting.
- (b) The Chairman at any meeting at which a quorum is present may with the consent of the meeting (and shall if so directed by the meeting) adjourn any meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 21 days or more notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment of the business to be transacted at any adjourned meeting.

### 13.5 Meeting Procedure

- (a) Meetings of the Society shall be regarded as private meetings. No persons other than members or persons entitled to attend meetings of the Society by virtue of any provision of the Act (including Trustees) may be present thereat except by consent of a majority of members.
- (b) No meeting shall become incompetent to transact business by reason of a want of quorum arising after the meeting is opened.

- (c) Subject to any special direction contained in these Rules or in any Act of Parliament all questions shall be determined by a majority of votes and each member shall on a show of hands or on a ballot have one vote only and in the case of an equality of votes the Chairman shall have a casting as well as a deliberative vote.
- (d) At any General Meeting unless a poll is (before or on a declaration of the result of the show of hands) demanded by the Chairman or any three members a declaration by the Chairman that a resolution has on the show of hands been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the Minutes of the Society shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.
- (e) The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question upon which a poll is being demanded.
- (f) Except as otherwise provided in these Rules votes may only be cast personally.
- (g) Notwithstanding anything hereinbefore contained, if the Board so decides, any Special General Meeting of the Society (whether convened by the Board or on the requisition of members as hereinbefore contained) may be conducted by means of a meeting of members of each region as hereinbefore defined. Such meeting to be held at the time and place within that region appointed by the Secretary of the Society after consultation with the member of the Board from that region.
- (h) Such meetings shall be presided over respectively by the Board member from such region, or if such member is unable or unwilling to preside, or no such member is available to preside, the meeting shall be presided over by such person as shall be elected by member present at the meeting.
- (i) All the provisions set out in Rule 13(b)-(l) hereof with respect to meetings shall apply with such modifications as may be necessary to such meetings.
- (j) Any issues or resolutions at any Special General Meeting of the Society shall be determined by an aggregation of the votes cast at all such meetings held within the respective regions.

#### 14. BALLOTS

- (a) Whenever a postal ballot is required by these Rules or otherwise the Secretary shall forthwith appoint a Returning Officer who shall be advised in writing of the election to be conducted or the question to be decided.
- (b) In the case of an election, the Secretary shall advise the Returning Officer that nominations have been called for and the date and time by which nominations are to be received. Nominations shall be made in a form approved by the Board, signed by two nominators who shall be financial members of the Society and signed by the candidate accepting nomination. Nominations shall be sent to either the Secretary or the Returning Officer as the Secretary may determine.
- (c) Upon the closing of nominations the Returning Officer shall prepare the necessary ballot paper.
- (d) As soon as possible after nominations have closed or any question or issue to be voted upon has been delivered to the Returning Officer, the Returning Officer shall cause to be delivered or forwarded by post (whether at the last known address or Fire Station at which the member was known to serve) to each member who is eligible to vote in the ballot the electoral ballot paper showing clearly the persons nominated for election or the question to be voted upon as the case may be and stating the method of voting and the time within which such ballot paper or papers are to be returned to the Returning Officer at an address specified thereon. The time specified shall not be less than 10 days from the date on which such papers have been delivered or would have been received in the ordinary course of post.
- (e) As soon as possible after the time for returning the ballot papers has expired, the Returning Officer shall count the votes and shall declare the result of the ballot. The

Returning Officer shall verify the result of the ballot by a statutory declaration in the presence of a Justice of the Peace or any other person authorised to take such declaration.

## 15. ALTERATION OF RULES

- (a) These Rules shall come into force on the date of issue of acknowledgement of registration by the Registrar and shall not be altered or amended except by a three quarter majority of members present at a Special General Meeting convened for the purpose or at an Annual General Meeting prior to which notice has been given of the proposed amendments in the manner herein after specified or voting on a postal ballot as hereinbefore provided.
- (b) Notice of all proposed amendments to the Rules or of any alterations thereto shall be in writing and shall reach the Secretary at least 28 days before the Special General Meeting or Annual General Meeting at which they are to be considered or in the case of a postal ballot members shall be entitled to at least 28 days' notice before the ballot papers are to be returned to the Returning Officer.
- (c) Any amendments of the Rule shall come into force only upon registration by the Registrar. Except with the consent of the Board or upon a requisition signed by one tenth of the members of the Society the same or substantially the same amendment shall not be brought before the Society within 12 months of the date of rejection of that amendment or alteration.

## 16. TRUSTEES

- (a) There shall be two Trustees of the Society in whom all the assets and the funds of the Society shall be vested.
- (b) The Trustees shall hold office for a term of 5 years and shall be elected at an Annual General Meeting of the Society or by postal ballot as the Board may determine. A Trustee need not be a member of the Society.
- (c) Where the Trustees are to be elected at an Annual General Meeting of the Society, the Secretary shall give notice to members calling for nominations not later than 28 days prior to such Annual General Meeting. Any such notice shall allow for not less than 14 days for the calling of such nominations and members shall be advised of the nominations not later than 10 days prior to the meeting at which such elections are to be held. If the election of a Trustee is to be conducted by a postal ballot, the Secretary and/or Returning Officer shall give at least 14 clear days' notice of the closing date of nominations for the vacancy and shall provide for not less than 14 days within which ballot papers are to be returned to the Returning Officer. Changes to Trustees shall be notified to the Registrar within fourteen (14) days.

## 17. WELFARE BOARD

- (a) The conduct and control of the business of the Society shall be vested in the Welfare Board.
- (b) The Board shall comprise the Chairman, and a representative from each Region having not less than 100 members.
- (c) Board Members shall be a Member
- (d) Notwithstanding anything contained in Rule 17(b) hereof the members of any Region though less than 100 in total may have a representative elected to the Board for such period not exceeding one year and upon such additional terms and conditions as the Board may determine.
- (e) The Chairman and members of the Board will hold office for a period of four years. Following registration of these Rules, ballots will be held as follows:
  - (i) The position of Chairman will be called for the period of 1 June 1998 to 31 May 2001 and then four yearly.



- (ii) The position Regional Representative, region 1 & region 3 shall be from 1 June 1997 to 31 May 2000 and then four yearly.
- (iii) The position Regional Representative, region 2 shall be from 1 June 1998 to 31 May 1999 and then four yearly.
- (iv) The position Regional Representatives, region 4 & region 6 shall be from 1 June 1998 to 31 May 2002 and then four yearly.
- (v) The position Regional Representative, region 5 shall be from 1 June 1997 to 31 May 1999 and then four yearly.
- (f) Notwithstanding that a member may have retired in accordance with the provisions of Rule 17(e) he/she shall be eligible to stand for re-election.
- (g) The Chairman shall be elected by postal ballot of all financial members of the Society.
- (h) The other members of the Board shall be elected by a postal ballot of only those members of the respective Regions which such Board members are elected to represent.
- (i) Except where a ballot is being held consequent upon the death or retirement disqualification or removal of a member of the Board during the term of the Board, the Secretary shall call for nominations for the election of all members of the Board (including the Chairman) not later than the 31st day of March in each year. Such notice shall provide for at least 14 days before the closing of nominations. The Returning Officer shall fix a time for the return of the ballot papers of not less than 10 days from the date when such papers have been delivered or forwarded by post in accordance with Rule 14(d) hereof.
- (j) In the case of a postal ballot to fill a vacancy during the term of the Board, the Secretary and/or Returning Officer as the case may be shall observe like periods for the calling of nominations and the return of the ballot papers.
- (k) The members of the Board including the Chairman may be paid such accommodation travelling and other expenses as may properly incurred by them in attending to the business of the Board.
- (l) A member of the Board may retire from office at any time on giving one month's notice in writing to the Society of his or her intention to do so. The Board members retirement shall take effect upon the expiration of the notice or the earlier acceptance by the Board of the notice of resignation.
- (m) The office of a member of the Board shall be vacated if the member:
  - (i) Becomes bankrupt; or
  - (ii) Becomes of unsound mind or becomes a protected person under the "Protection of Personal and Property rights Act 1988"; or
  - (iii) Membership is terminated pursuant to the provisions of Rule 9. hereof; or
  - (iv) Resigns from office in accordance with the provisions of Rule 17(l) hereof.
- (n) The Society may by a three quarter majority of members voting on a postal ballot convened for such purpose remove the Chairman before the expiration of the Chairman's period of office and appoint another person to the position to see out the current term of that office.
- (o) The members of any region may by a three quarter majority of such members voting on a postal ballot convened for such a purpose remove the Board Member appointed to represent that Region before the expiration of the Board Members period of office and appoint another person to the position to see out the current term. The Secretary shall arrange for a postal ballot for the purpose of removing any member of the Board pursuant to the two preceding Rules only if so directed by the Board or upon requisition in writing of not less than one tenth of such members as are eligible to vote in respect of such ballot. The foregoing provisions as to ballots (including the time for calling of nominations and conduct of the ballot) shall apply mutatis mutandis to any ballot conducted under the provisions of this Rule and the two proceeding Rules.

## 18. BOARD MEETINGS

- (a) The Board shall meet for the dispatch of business not less than once every quarter but may otherwise regulate its meetings as it thinks fit. A quorum shall comprise such number of members being not less than one half of those currently holding office plus one.
- (b) Any two members may at any time upon giving the Secretary not less than 7 days' notice call a meeting of the Board and the Secretary shall convene such a meeting.
- (c) The questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote which shall be cast in favour of the status quo. The Chairman or in his or her absence any member of the Board appointed for the purpose by the Board present at any meeting shall preside.
- (d) All acts done by any meeting of the Board or by any person acting as a member of the Board shall notwithstanding that it is afterwards discovered that there was some defect in the appointment of such person be as valid and effectual as if every such person has been duly appointed and was qualified to be a member of the Board.
- (e) A resolution in writing signed by all members for the time being entitled to receive notice of a meeting of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.
- (f) Notwithstanding anything herein before contained any meeting of the Board may be conducted by electronic media where the Chairman deems that expedient to do so. A minute of any such meeting duly certified as true and correct by the Secretary and Chairman shall be evidence of all resolutions and proceedings at such meeting.
- (g) The Board shall cause minutes to be made in books provided for that purpose (including by electronic means):
  - (i) Of all appointments of officers made by the Board;
  - (ii) Of the names of the members of the Board present at each meeting of the Board;
  - (iii) Of all resolutions and proceedings at all meetings of the Society and of the Board and every member of the Board present at any meeting of the Board shall sign their name in a book to be kept for this purpose.

## 19. POWERS OF THE BOARD

- (a) The Board may exercise all such powers and do all such acts and things as the Society by these Rules or otherwise authorised to exercise and do and as are hereby or by Statute directed or required to be exercised or done by the Society in General Meeting but subject nevertheless to the provisions of the Act and of these Rules and to any regulations not being inconsistent with these Rules from time to time made by the Society in General Meeting provided that no such regulations shall invalidate any prior act of the Board which would have been valid if that regulation had not been made.
- (b) Without derogating from the foregoing Rule the Board may in particular exercise the following powers
  - (i) The engagement removal and discharge of all Office Holders and employees of any description required to conduct any business of the Society and fixing their duties salaries and other remuneration at such rates and on such terms (including the giving of security in the manner provided in Section 34 of the Act) as the Board may determine;
  - (ii) The acquisition by purchase or otherwise of any property for the Society.

## 20. SECRETARY AND TREASURER

- (a) A Secretary of the Society shall be appointed by the Board for such term at such remuneration and upon such conditions as it thinks fit. The Secretary shall prepare and maintain full and correct records of all meetings of the Society. The Secretary shall give; or shall cause to be given, in the manner provided in these Rules, proper notice of all

meetings of the members and shall perform such other duties as the Secretary may be directed to perform by resolution of the Board not inconsistent with the provisions of the Act or of these Rules.

- (b) A Treasurer of the Society shall be appointed by the Board for such term and at such remuneration and upon such conditions as it thinks fit. The Treasurer shall keep proper books of account and shall attend to the receipt and payment of all moneys on behalf of the Society in accordance with the Rules hereinafter set forth.
- (c) Neither the Secretary or Treasurer need be a Member and subject to the consent in writing of the Registrar it shall be lawful for the Board if it so wishes to appoint one person to hold both the offices of Secretary and Treasurer.

## 21. ACCOUNTS

- (a) The Board shall cause proper books of account to be kept with respect to:
  - (i) All sums of money received and expended by the Society and the matters in respect of which receipt and expenditure takes place;
  - (ii) All contributions and levies payable by members to the Society and all benefits paid to members or dependants of members of the Society;
  - (iii) The assets and liabilities of the Society.All books of account of the Society shall be kept at the Registered Office of the Society and at such other place or places as the Board may think fit and shall be open at all times to the inspection of any member of the Board.
- (b) The Board shall keep separate account of the expenses of management and of all contributions and other moneys which may be applied to those expenses from such accounts to which benefit payments are debited.
- (c) The accounts and books of the Society shall be available for the inspection of any Member or any other person having an interest in the funds of the Society at any time during normal business hours at the registered office of the Society and subject to there being available the Secretary or some other responsible employee of the Society. No Member shall be entitled to inspect particulars of any benefit paid to any other Member without the written consent of such Member.
- (d) The annual balance of the accounts of the society shall be taken and the financial year of the Society shall end on the 31st day of March in each year and the date of the annual balance of the Society's accounts shall for the purposes of Section 59 of the Act be the 31st day of March in each year.
- (e) The Board shall present at each Annual General Meeting of the Society the annual accounts which will include a statement showing particulars of all contributions and levies received and all benefits paid for the year and the balance sheets showing the assets and liabilities of the Society as at the date to which the account relating to benefits and other statements are made up and audited as herein provided. Every balance sheet signed by the Auditor shall after it has been approved by any such meeting be binding on all members of the Society.
- (f) The Society shall from time to time appoint as Auditor of the Society a person who is a member of the New Zealand Society of Accountants who is in practice as a Chartered Accountant and shall not be a member, employed, or hold other office in connection with the Society.
- (g) The Board shall cause the accounts of the Society to be entered into proper books and shall cause the same with all the necessary vouchers and bank books to be laid before the Auditor whenever a balance sheet is required to be prepared for presentation to members in accordance with the Rules or at any time which the Board may think necessary or advisable and the Board shall make available to the Auditor at all times during the financial year when the Auditor may so require them all such books of account and other vouchers and bank books relating to the accounts of the Society.

- (h) The Auditor should have access to all books and accounts of the Society and should examine the general statement of receipts and expenditure funds and effects of the Society and verify the same as found to be correct and vouched and in accordance with law or especially report to the Society at the Annual General Meeting in what respects he or she finds it incorrect unbalanced and not in accordance with law.
  - (i) A copy of every balance sheet and including every document relating thereto in the Auditor's certificate which is to be tabled.
  - (ii) Not less than 14 days before the date of the meeting & a copy shall be sent to all persons entitled to receive notices of General Meetings of the Society.
- (i) On the application of any Member or person interested in the funds of the Society the Secretary shall supply such person without charge a copy of the last annual return of the Society (including the accounts and balance sheet contained in such return and the report of the Auditors on such accounts and balance sheet) or a copy of the balance sheet or other document duly audited containing the same particulars relating to the affairs of the Society as are contained in the annual return (including the Auditor's report thereon) and any report or valuation of the Actuary.

## 22. FUNDS OF THE SOCIETY

The Trustees may with the consent of the Board or by a majority of members of the Society given either generally or specifically and subject always to the provisions of Section 49 of the Act invest the funds of the Society in any or all of the investments by Section 52 of the Act.

## 23. ACTUARIAL ASSESSMENT

- (a) The Secretary of the Society shall at least once every 5 years or whenever requested by the Registrar in writing within the time specified by the Registrar, or when so directed by the Board cause the Society's assets and liabilities to be valued by an Actuary and shall forward a report to the Registrar and to such other persons as the Board may require as to the financial condition of the Society.
- (b) The Treasurer shall make available to any Actuary so appointed all the books of account of the Society and such other information as the Actuary may reasonably require.

## 24. INSPECTION

One fifth of the Members, or where the membership of the Society exceeds 1,000, 200 Members, may apply in writing to the Registrar for an investigation of the affairs of the Society in accordance with Section 89 of the Act or for a winding up of the Society pursuant to Section 90 of the Act. Any application shall state the reason for requiring such investigation.

## 25. DISSOLUTION

- (a) The Society may at any time be dissolved by the consent of three quarters of the Members testified by their signatures to an instrument of dissolution in accordance with Section 94 of the Act.
- (b) If a Special General Meeting of the Society resolves that the Society should be wound up, then the Society may further resolve, by a majority of Members, the manner of division of the assets (if any) provided that the dissolution may only be determined in accordance with the preceding Rule.

## 26. DISPUTES OF MEMBERS

- (a) Except as is otherwise provided by these Rules every dispute between a Member, or a person claiming through a Member or under the Rules of the Society with any other Member or with the Society or any officer thereof shall be decided in the following manner:

- (i) By reference to arbitration in accordance with the provision of the Arbitration Act 1996 or any amendment or re-enactment thereof.
- (ii) If the parties to the dispute consent, by referring the dispute to the Registrar in accordance with Section 79 of the Act.

## 27. INTERPRETATION

Any special circumstances arising which may affect the interest of the Society or any Member and which is not provided for in the Rules may be dealt with and decided by the Board so far as the decisions may be consistent with law relating to the provisions of the Act and these Rules.

## **SCHEDULES**

New Zealand Firefighters' Welfare Society

### **FIRST SCHEDULE**

Part 1

#### **CONTRIBUTIONS**

The annual contribution payable by Ordinary Members shall be two hundred and eight dollars (\$208.00) including GST.

The annual contribution payable by Junior Members shall be two hundred and eight dollars (\$208.00) including GST.

The annual contribution payable by Senior Members shall be one hundred and four dollars (\$104.00) including GST.

Such contributions shall be paid annually in advance or fortnightly in advance, or monthly in advance.

There shall be no contribution payable by Life Members.

Amended 10 September 2014

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